

**CITY OF PRINCETON**  
**TOURIST WELCOME/CONFERENCE CENTER FACILITIES**  
**201 East Main St., Princeton, KY 42445**  
**RENTAL AGREEMENT**  
(Revised 10-06-14)

This rental agreement is between the City of Princeton and \_\_\_\_\_  
\_\_\_\_\_. Here after referred to as renter,

For rental on: \_\_\_\_\_

Rental amount of \$\_\_\_\_\_ which allows access for hours of \_\_\_\_\_ to \_\_\_\_\_.

After \$125.00 down payment, remaining balance of \$\_\_\_\_\_ is due and payable on day  
prior to event. **Balance should be paid at office at address of 206 E. Market St.,  
Princeton, KY 42445, or be mailed in time to be received by day prior to event.**

PURPOSE OF EVENT: \_\_\_\_\_.

Number expected to attend: \_\_\_\_\_

**Deposit:**  
All renters will be required to place a \$125 down payment with the City of Princeton to reserve the facility. The deposit is fully refundable upon written notice of cancellation at least 30 days prior to the scheduled event. Cancellation or rescheduling within 30 days of the event will result in a forfeiture of \$125.

**Facility Rental Fees**  
**Facility rental covers the actual time of the event. No keys will be distributed and access must be coordinated in advance. A City employee will open and close the building, and inspect the premises.**

Rental Charges		
Four Hours	\$125	(Can add 1 to 2 hours at \$20 .00 per hr.)
All Day	\$200	(Rental may begin at 8:00am & ends at 10:00pm)
Evening & Following Day	\$250	(May access at 3:00pm) (Evening & Day rentals end at 10:00pm)
Two Day Rental	\$350	(Rental may begin at 8:00am & ends at 10:00pm)

**Renter is responsible for the removal of all personal items and decorations immediately following the event.**

**Facility Set up: FOR ADDITIONAL FEE OF \$50.00**  
A city representative will do table and chair set up to accommodate the renter’s needs. Setup instructions must be submitted when lease is signed or by end of month prior to event.

**Facility Teardown & Janitorial:**  
Renter is responsible for the removal of all personal items and decorations immediately following the event. **Teardown of furnishings and janitorial services will be completed by the city at no fee.**

Additional terms of rental agreement:

1. The City of Princeton groups and committees have priority in use of the facilities. Outside groups may apply to use facility. Examples of events allowed include workshops, conferences, training, private parties, showers, receptions, family reunions, etc.
2. The owner assumes no risk. Renter releases the owner of any and all liability for damages, injury, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify and save harmless said owner from any damage, injury or loss from any cause, whosoever, arising in or out of said party of the renters use or occupancy of the building or premises.
3. **Renter agrees to pay for any damages to the premises or loss and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, or furnishings in, on, or about the premises which are damaged or destroyed through the willful or negligent acts on the part of the renter, its employees, agents, invitees, guests, or assigns. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment, or replacement. These repairs or replacements are made to City's approval.** \_\_\_\_\_
4. The individual signing this lease in behalf of the renter does hereby and personally guarantee that he/she/it has full authority to act in behalf of the renter in the execution of this lease agreement. **The signer must be 21 years old or older.** \_\_\_\_\_
5. In all cases of disagreement arising herein, the statutes and laws of the State of Kentucky shall govern. And, the renter further states that he/she/it does not intend to, and will not, use said premises for any other purpose that will constitute any violations of city, state, or federal laws.
6. **No helium balloons allowed. (\$50 fee for retrieval of balloon.) No loose glitter or confetti to be brought in.** No sign, advertisement, notice, or other attachment shall be inscribed, painted, or affixed on any part of the outside or inside of building except on door glass. Do not pin, nail, or tack anything on walls or facings of doors. Tape can be used on glass of doors only. No decorations can be attached to walls, facings, pictures, or doors. \_\_\_\_\_
7. **All food shall be served from the room with vinyl flooring.** \_\_\_\_\_
8. **No smoking is allowed in the building. No alcohol** or drugs are allowed on the premises. Any violation of this policy will result in expulsion from the building and the group not allowed to use the building for future events.
9. The owner has free access to the premises during the term of the lease.
10. Policies subject to change at any time.

Renter/Lease Party:

By: \_\_\_\_\_ this (Day)\_\_\_\_\_ of (Month)\_\_\_\_\_ 20\_\_\_\_.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Set-up arrangements can be made by contacting facilities manager: Brenda Kennaday  
Phone 270-625-1198. City of Princeton's office phone number is 270-365-9575.

